

IMPORTANT 2006/2007 RENEWAL REQUIREMENTS

If these guidelines are not followed..... your RENEWAL APPLICATION will be returned. Also, if not submitted by deadline date a civil penalty will be assessed.

TO: All Licensed Gaming Organizations

Please read the following and review your application forms carefully before completing. All applications shall be submitted to the Office of Charitable Gaming no later than May 15, 2006. Failure to submit renewal to the Office by **May 15, 2006** will result in a **civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your organization's renewal may result in the delay of the issuance of a license.

A license will not be issued until all required information has been provided to and approved by the Office. Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2006 until your organization has received a printed license for the 2006/2007 licensing year from the Office. Conducting any gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$75 is submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming, from the gaming account;
2. **All** sections of the application are completed fully and legibly along with all requested data and attachments;
3. Application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and properly notarized (**APPLICATION MUST BE SIGNED AND DATED ON THE SAME DATE IT IS NOTARIZED IN THE PRESENCE OF A NOTARY**); and Member-in-Charge and President must also complete **Organization Officials Information Sheet**;
4. **All** information submitted on your organization's officers and members must be complete and accurate. Page 2 **must list official officers of the organization and members-in charge of charitable gaming activities. (INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)**;
5. Specific dates and times of your sessions shall be listed on the appropriate form(s) (**PLEASE LIST STARTING TIME OF SESSION AS TIME ORGANIZATION WILL BEGIN TO SELL PAPER. LEASE AGREEMENT WITH LESSOR MUST INCLUDE ALL DATES AND TIMES OF SESSIONS**);
6. List at least one official as Member-in-Charge and as many alternate members-in-charge as necessary to assure at least one MIC is present at all games as provided by L.A.R.S. 4:714 (D);
7. A completed list of **all** Officers with your organization must be submitted to the Office. The Office can provide your organization a list of all officers and members currently registered. This must be requested in writing. *Any changes in officers, directors, or gaming management must be filed with the Office of Charitable Gaming within 10 days of the change* on the Organization Officials Information Sheet.

If you have any questions concerning the application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835.